Questions received by State Council on Developmental Disabilities (SCDD) staff at the Oakland and Los Angeles meetings held on January 29-30, 2002.

General Questions

Q#1.   How much funding is available for Federal Fiscal Year (FFY) 2002-03?

Ans   It is anticipated that there will be approximately $1,318,000 in federal funding for FFY 2002-03 (October 1, 2002 – September 30, 2003).

Q#2.   How many grants were funded in the last FFY?

Ans.   For FFY 2001-02, $1,318,000 was available and the SCDD awarded a total of 9 grants with those funds.

Q#3.   Were any of the proposal's funding reduced last year and, if so, how much?

Ans.   Yes. In order to maximize the number of projects that were funded, the majority of the proposals were reduced from the original requested amount by approximately five to ten percent.

Q#4.   What does "catchment area" mean?

Ans.   The "catchment area" means the geographic area where services will be provided.

Q#5.   What are the reporting requirements?

Ans.   As negotiated in their contracts, Grantees are required to provide monthly or quarterly fiscal, organizational and program outcome reports. Refer to the website at www.scdd.ca.gov for additional information regarding reporting requirements.

Q#6.   What happens if the federal budget is not signed by October 1, 2003?

Ans.   As mentioned on page 9 of the Handbook, the funding of projects is contingent on the SCDD's receipt of sufficient federal funds. After the announcement of a grant award, changes in the level of federal appropriations received by the SCDD may result in the reduction of funds or withdrawal of some or all projects. The SCDD assumes no responsibility for costs incurred by the applicant prior to execution of the contract after formal awarding of a grant and reserves the right not to fund a proposal. In recent years when the federal budget was not signed by October 1, Congress passed continuing resolutions allowing for partial allocation of funds to states until the budget was approved. Any budget delay may delay the start of the program. However, successful applicants will be provided a 12-month period to implement their programs.

Q#7.   What if the proposal is requesting funding for 13 months?

Ans.   Proposals can only be for 12-months. Proposals that are for longer periods will not be considered for funding.

Q#8.   Can applicants come to the SCDD office and receive individual consultation on how to write their grant?

Ans.   No. The SCDD staff cannot assist applicants in writing their grants. Staff is available to provide clarification via the telephone or by e-mail.

Q#9.   Can individuals and school districts apply?

Ans.   Yes. Individuals and school districts may apply.

Q#10. If the applicant's program components do not fit in the space allowed in the form, what options does the applicant have?

Ans.   The application instructions beginning on page 9 of the Handbook provides formatting guideline that must be strictly complied with in order to successfully complete the technical review process.

Q#11. What happens if the existing services are currently provided in another county but are not provided in my area?

Ans.   Your proposal would be eligible because the services, although they exist, would be considered new in the proposed area. However, the justification that it is an unmet need must be clearly documented.

Q#12. What is the difference between the CPDG grant funding and regional center funding?

Ans.   The funding from CPDG is start up or seed money to get a new, innovative, and needed program started in your area. The expectation is that sources will continue from other funding sources at the end of the year grant period. The application requires identification of continuation of funding. The regional center may be the source of the continuation of funding. Contact your local regional center to discuss what other funding they may have available.

Q#13. Would a fee for services from the regional center come in after the first year?

Ans.   Possibly. You will need to discuss fees with the regional center. Fees may be considered "continuation of funding."

Q#14. How many grants will be awarded and what will be the amount of the awards?

Ans.   At this time, the SCDD cannot determine how many proposals will be submitted or how many grants will ultimately be awarded.

Q#15. Would the proposal be considered a new proposal if an entity has a current program but is not currently serving the targeted 14-21 age group,?

Ans.   Yes. The proposal would be considered new because the existing program is not currently serving the targeted age group.

Q#16. Will the SCDD accept faxed copies of proposals?

Ans.   No. Page 8 of the Handbook states that faxed or e-mailed copies of the proposals will not be accepted.

Q#17.   What is the average amount of the grants in prior FFYs?

Ans.   For FFY 2001-02, the lowest grant awarded was for $40,397, and the highest grant awarded was for $251,800.

Q#18.   How should the proposal application be submitted?

Ans.   A simple staple or a clasp at the top, left corner of the proposal document is preferred. Please note that two original packets must be submitted.

Q#19.   Can the proposal contain charts and/or graphs to display justification that the program is needed?

Ans.   Charts and graphs to address justification for the proposal may be included in the program narrative section of Form 2, Project Profile and Narrative. Please note that computer artwork or pictures are not allowable. The tables or graphs will be considered part of the page limitation and not as attachments.

Q#20.   Explain what "collaborating with other entities" means?

Ans.   Collaborating with other entities means listing the group of individuals you will be working with if your proposal is successful. Refer to the 2002-06 State Plan, available on the website at www.scdd.ca.gov for a listing of examples of collaborating entities.

Q#21.   How is "Innovative" defined?

Ans.   The SCDD defines "Innovative" as "the act or process of something new, new method, custom, creative, etc.; innovative is a change in the way of doing things".

Q#22.   If the applicant has an existing program but would like to provide the same program in a different catchment area, is this considered a new program?

Ans.   The proposal may be considered a new program if it is not available in your catchment area. However, please note your proposal will also be reviewed to ensure that it is innovative.

Q#23.   What is SCDD's definition of poverty area?

Ans.   The SCDD will accept the definition of poverty utilized by other agencies. List the name of the agency that utilize your definition of poverty area. Additionally, describe the basis for using that definition.

The State Plan – Grant Funding Objectives

Q#1.   Is the "Employment" objective limited to youths only?

Ans.   The "Employment" objective is limited to youths between the ages of 14-21.

Q#2.   Would a post stroke survivor qualify under the developmental disabilities definition?

Ans.   A post stroke survivor would qualify only if the stroke was before the age of 22. Refer to the definition for "Developmental Disabilities" in the Glossary of Terms section of the Handbook.

Q#3.   Can parents of children with developmental disabilities, under the "Health"
        Objective #2, receive direct services?
Ans.   Yes if it directly relates to the family member with special needs. Review the
        "Health" objective description in Section B State Plan - Grant Funding Objectives
        of the Handbook.

Q#4.   I am looking for assistive technology for my children. Do any of the
        objectives cover assistive technology?
Ans.   The objectives for this year do not include a focus on assistive technology.
        However, a proposal could address the need for assistive technology equipment as
        part of meeting the State Plan objectives.

Q#5.   Is the "Homes" objective in the State Plan focused on "aging"?
Ans.   No. The "Homes" objective states that it is "To ensure that Californians will
        obtain and maintain their preferred living option throughout their lifespan,
        including access to necessary services and supports". For the current cycle,
        however, the focus is to provide an array of services and supports for consumers
        whose chosen living arrangements may be in jeopardy as a result of the health of
        aging family members. It should include services and supports to assist
        consumers whose circumstances make it necessary to choose and transition to a
        new living arrangement; **and,** demonstrate methods for collaboration between
        regional centers for smooth transitions for individuals whose changing family
        circumstances require moving to a new catchment area.

Q#6.   What does "aging caregiver" or "aging grandparent" mean?
Ans.   The Glossary of Terms section of the Handbook states: Aging Caregiver –
        Individuals whose age-related health issues compromise their ability to continue
        providing needed care. Applicants will be asked to specify if there are specific
        age limitations on their intended service population at the end of the Application.

Q#7.   How is "Self-Determination" defined?
Ans.   The Glossary of Terms section of the Handbook states: Self-Determination
        Activities **-** The term ''self-determination activities'' means activities that result
        in individuals with developmental disabilities, with appropriate assistance,
        having—
        (A) the ability and opportunity to communicate and make personal decisions;
        (B) the ability and opportunity to communicate choices and exercise control over
        the type and intensity of services, supports, and other assistance the individuals
        receive;
        (C) the authority to control resources to obtain needed services, supports, and
        other assistance;
        (D) opportunities to participate in, and contribute to,
        their communities; and
        (E) support, including financial support, to advocate for themselves and others, to
        develop leadership skills, through training in self-advocacy, to participate in

coalitions, to educate policymakers, and to play a role in the development of public policies that affect individuals with developmental disabilities.

Q#8.   Can the grant services include services to parents to receive after-school care under the "Community Supports" objective?

Ans.   Yes if the parent meets the definition for developmental disability as outlined in the Glossary of Terms section of the Handbook and is attending school.

Q#9.   Are the bullets under each objective part of the proposal?

Ans.   Yes. The proposal must address how it will meet the objectives and address each requirement (bullet) noted under each objective.

Q#10.   The Handbook states funds cannot be used to purchase childcare vouchers. Does child care include an after-school program?

Ans.   Direct childcare is not allowable and should not be listed as a budget line item. However, an after-school program can be viable if it meets the "Community Supports" objective.

Q#11.   Does the SCDD have a definition for "after school care?"

Ans.   Refer to the Section B State Plan - Grant Funding Objectives in the Handbook to ensure that a proposal meets the definition for after school care. The objective describes what the proposal must include in the way of services. The proposal should be consistent with other inclusive after-school programs.

Q#12.   Does the "Employment" objective target grandparents exclusively?

Ans.   The objective does not need to target grandparents exclusively. However, the proposal must provide outreach to "aging caregivers."

Forms

Q#1.   How do you get a Federal Identification number (as requested in Form 1, Cover Sheet and Checklist)?

Ans.   A Federal Identification number may be obtained from the Internal Revenue Service for profit entities, or from the Secretary of State in California for non-profit entities.

Q#2.   Does the proposal need to list all counties, area boards, and regional centers if a proposal is statewide?

Ans.   No. Where appropriate on the forms and the narrative, you need only state that the program is statewide.

Q#3.   Can you scan or replicate the forms?

Ans.   Yes. Applicants may scan or replicate the forms. However, the replicated forms must have all the required information as outlined in the Handbook. The forms may be downloaded from our website at: www.scdd.ca.gov

Q#4.   Can the narrative be considered an attachment?
Ans.   No. The proposal must adhere to the formatting requirements outlined in the Handbook.

Q#5.   Do we need to complete Form 1, Cover Sheet and Checklist, and Form 2, Project Profile and Narrative?
Ans.   Yes. The proposal must adhere to the application requirements outlined in the Handbook.

Q#6.   Does the proposal need letters of support from local area boards and regional centers?
Ans.   We recommend that you contact your local area boards and regional centers for letters of support. However, letters of support from area boards and regional centers are not mandatory.

Q#7.   If the area board or the regional center refuses to provide letters of support, how should the applicant proceed?
Ans.   Please note the efforts made to obtain the letters, as well as the responses given by the area board or regional center in your proposal.

Q#8.   Are letters of support synonymous with collaboration?
Ans.   Letters of support could indicate proof of intent to collaborate if the letters of support are from entities or individuals you are collaborating with in your proposal. Letters from any individual or entities that will receive financial benefit from the proposal will not be counted as part of the required three letters of support.

Q#9.   What does the Handbook mean when it states that the letters of support cannot be from entities that will financially benefit from the program?
Ans.   Letters from any individual or entities that will receive financial benefit from the proposal will not be counted as part of the required three letters of support.

Q#10.   Does the proposal have to list all prior grants and awards?
Ans.   Yes. The identification of all grants or awards received by your organization for the past five years must be listed as required in the Handbook.

Q#11.   Will we be able to download forms and type them?
Ans.   Yes. The forms are accessible from our website at: www.scdd.ca.gov   The forms were posted on the SCDD website on February 1, 2002.

Budget

Q#1.   Under the "Homes" objective, can the proposal provide funding for rent security deposits?
Ans.   No. Funding for rent security deposits is not allowable.

Q#2.   Can SCDD funds be used for renovation of property that will provide housing for consumers?

Ans.   Yes with some restrictions. Requests for funding property renovation will be reviewed on a case-by-case basis.

Q#3.   Can the proposal pay for equipment for consumers starting their own business?

Ans.   Yes with some restrictions. Equipment for consumers starting their own business is allowable with prior written approval from SCDD. The equipment must be listed in the budget.

Q#4.   What is considered reasonable reimbursement for consultants?

Ans.   The applicant must use "usual and customary fees or prevailing rates". During the budget review process, applicants may be asked to justify the rates.

Q#5.   Are costs for building permits and plans allowable?

Ans.   Yes with some restrictions. Costs for allowable types of building permits are allowable with prior written approval.

Q#6.   Is rental reimbursement for consumers under the "Homes" objective allowable?

Ans.   No. Rental reimbursement for consumers is not allowable.

Q#7.   Can a program serve individuals with and without disabilities?

Ans.   Yes. However, the SCDD will only reimburse for the costs related to serving individuals with developmental disabilities.

Q#8.   Can successful applicants receive advanced funding?

Ans.   Current law does not allow the SCDD to provide advanced funding.

Q#9.   Can a program submit more than one proposal?

Ans.   Yes. Applicants may submit more than one proposal.

Q#10.   What are the application requirements if a person has not been hired prior to awarding of the contract?

Ans.   For purposes of submitting the proposal, applicants should complete the duty statement as outlined in the Handbook. Appropriate licensure/credential requirements will need to be submitted when staff is hired. Successful applicants should not hire or transfer staff to the project prior to the execution of the contract.

Q#11.   Can the regional center also fund the same proposal?

Ans.   It is possible that other entities such as the regional center may provide matching funds. However, the amount requested in the proposal would pertain to the amount that does not include funding from other entities. For example, the total cost of the project is $200,000, and applicant expects to receive $100,000 from the regional center and the balance, $100,000, is requested from the SCDD. This type of request must be clearly explained in the proposal. Please note that CPDG

funds may not be used to purchase goods or services for which another funding source is available, or to supplant existing funding.

Q#12.   Can the budget be revised after the grant is awarded?
Ans.   Yes, within the funds awarded. The budget may be revised as long as the program design does not change. Any budget amendment must be requested and approved in advance by the SCDD.

Q#13.   Where would consultant's mileage expenses be listed in the budget?
Ans.   Consultant's cost for transportation mileage may be included in the consultant contract as part of their expenditures, or may be included under mileage in operating expenses.

Q#14.   Where would administration costs be listed in the budget?
Ans.   Administration costs should be listed in Form 6, Budget, under Operating Expenses as a separate line item. Each expenditure item must be addressed on the budget justification.

Q#15.   How would indirect costs be identified on the budget?
Ans.   Indirect costs should be listed in Form 6, Budget, under Operating Expenses as a separate line item. Each expenditure item must be addressed on the budget justification.

Q#16.   If you own your computer (at home), would this be considered in-kind (no charge)?
Ans.   Yes, this would be in-kind and not reimbursable. Reimbursement is allowable only if equipment is purchased during the contract period. Additionally, software purchased during the contract period is allowable.

Q#17.   Would the SCDD reduce the amount if my proposal requests only $2,000.00?
Ans.   The SCDD Council determines the amount of funding awarded for each successful proposal.

Q#18.   Can I work from my house, and how will I bill for rent?
Ans.   Yes. Rent for the area of the home where business is conducted is allowable and should be included in the budget and budget justification to meet the IRS tax code.

Q#19.   Where would out of state travel be identified on the budget form?
Ans.   Out of state travel is not an allowable expense.

Q#20.   Can we hire a consultant from out of state? Where would this be identified on the budget form?
Ans.   The justification for a consultant from out of state should be identified on your budget justification. You will need to describe why a consultant was not hired from within California.

Continuation of Funding

Q#1.   If the regional center is listed as the continuation of funding source, do we need to discuss this with the regional center?

Ans.   It is recommended that you discuss continuation of funding source with the regional center if appropriate.

Q#2.   Will the proposal be rejected if the proposal does not identify the continuation of funding source?

Ans.   No. However, reviewers will be looking at completed Form 7, Continuation of Funding, for an explanation as to why continuation of funding source is not available or necessary.

Program Evaluation and Selection Process

Q#1.   Do all of the five objectives have equal influence during the review process?

Ans.   Yes. All of the objectives will be equally evaluated.

Q#2.   How will we know where we ranked or what score our proposal received?

Ans.   The SCDD grant process does not allow for any oral or written debriefings. Successful applicants will be ranked and a Notice of Intent to Award Contract will be posted in our office on May 21, 2002 as well as on the website at www.scdd.ca.gov by May 22, 2002.

Q#3.   Will the SCDD staff notify unsuccessful applicants?

Ans.   No. Refer to the response to Question #2 within this section.

Q#4.   Does the review committee make sure all regions of California are being served?

Ans.   The SCDD is aware of the unmet needs in the rural areas of California. The criteria for this cycle does not include a geographic requirement other than within the State of California.

Q#5.   How many of the proposals received last year did not reach the minimum 15 points threshold to meet technical review?

Ans.   This is the first year that the technical review will used to score the proposals.

Q#6.   Does the proposal need to educate the review committee about individuals who are developmentally disabled?

Ans.   No. The applicant must demonstrate the applicant's knowledge about individuals who are developmentally disabled. The review committee members are knowledgeable regarding individuals who are developmentally disabled and their families.

Q#7.   How will grants be scored?
Ans.   Refer to Section D Technical Review, and Section E Program Evaluation of the
        Handbook for a description of the scoring process.

Q#8.   How will applicants know if they failed technical review?
Ans.   Refer to the response to Question #2 within this section.

Q#9.   There are ten bullets under Criteria for Program Evaluation. Does this mean each
        bullet has 10 points that total 80?
Ans.   Yes. Each criterion may be awarded a maximum total of 10 points.